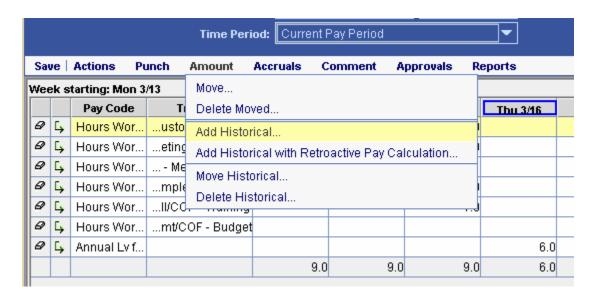# Historical Edits

Historical Edits provide the opportunity to change the amount or type of time that was reported in Kronos in a prior pay period, and have that change come forward to post in PeopleSoft and payroll. The edit is for a historical date, with an effective date in the current pay period. With Historical Edits, one can change reported hours from one pay code to another, reduce reported hours, or add additional hours.

Begin by selecting Amount – Add Historical from the top menu. This will bring you to a dialog box which asks for the date, pay code, and amount you want to change. It is important that you create two entries, the first to reverse the original time, the second to post the new time. Failure to do this will create an imbalance in the current period. Leave the two boxes *Include in totals…* and *Impact Accruals* un-checked. Click ok to complete each edit. Completed edits will appear on the time card in the Historical Amounts tab at the bottom of the employee's timecard.